



WASHINGTON STATE FAIRS COMMISSION

GUIDELINES FOR EVALUATION OF COMMUNITY FAIRS

PRE FAIR:

1. WSDA notifies the fairs four to six weeks in advance of event who the visiting Commissioner will be and sends them the **Pre Fair Information Sheet For Commissioners** to fill out and return to the Commissioner. The Commissioner needs to have the completed Pre Fair Information Sheet for two complete weeks before visiting the fair.
2. Fairs should be ready for evaluation every day they are open to the public. It is the Commissioner's option to notify the fair of the specific day(s) of evaluation.
3. Commissioners may visit an assigned fair on any day and hours the fairs have advertised to be open to the public.
4. Commissioners will notify the main fair office upon arrival and set up a time and place for the exit interview with superintendents and directors if desired by management.
5. Commissioners will evaluate without the accompaniment of fair officials unless decided otherwise by the Commissioner.

MANAGEMENT

- Directors should represent each category for full points.

AIMS AND EDUCATIONAL ACCOMPLISHMENTS

- Each Community Fair must have a written statement of Aims and Purposes, which shall be made public. Score accordingly the ways "made public" and achievement of their goals.
- The fair must provide special activities for youth development such as judging contests, educational demonstrations and displays designed to train youth. Score according to amount and variety.
- To what degree does the show have educational value to the public - through personal viewing, news media, or otherwise?

COMMUNITY SUPPORT

- Each category is scored on the evidence of contributions to the overall support of the fair.

- Special Events are events sponsored by community.

GENERAL

- Staff and volunteers knowledge of emergency procedures.
- Security is adequate for size of event.
- Grounds have adequate litter barrels and waste removal without hindrance to exhibitor or public.
- Direction signs at reasonable distance from grounds. Directional signs on grounds should show emergency services, exhibit areas, office, show rings, etc.
- An information source or designated office for information is identified and staffed.
- Show Rings: Well defined, adequate size, level surface, and not crossing public traffic lanes without safety factors in place.
- Grounds should be clean, identified and staffed, handicapped accessible with good traffic patterns. The overall condition of buildings includes good repair, clean with adequate lighting for displays/exhibits.

PARKING

- The fair provides adequate, safe parking that is reasonably available in relation to the size of the fair.

EATING FACILITIES

- There are clean facilities on the grounds that provide variety and adequately serve without undue waiting in lines.

RESTROOMS

- Restrooms are clean, supplied and inspected several times during the day.
- Restrooms that have facilities for babies, parents, handicapped should be signed outside of restrooms or if in separate location should have signs by the facility and throughout the fairgrounds indicating where facilities are available.

ENTERTAINMENT

- The fair has made adequate plans for entertainment utilizing resources within their budget and attendance. Is there evidence of local talent being used?

7-HOUR RULE:

Every exhibit in the fair must be in place for public viewing for at least seven (7) hours. Times and schedules must be printed in the premium book.

EXHIBITS AND DISPLAYS

- Scored to the number of commercial exhibits by community or area businesses.

SPECIAL EXHIBITS

- Special exhibits are scored on the basis of displays deemed educational and items in display not in competition or receiving individual premiums.
- Information display of community's most important agricultural product(s) and products of the soil displayed, exhibited or featured. Must be signed and have educational value.

AGRICULTURAL DISPLAYS

- Special displays by adult or youth organizations showing groups' purpose or informing the public in an educational manner on subjects relating to the area or matters of citizen concern. Score accordingly.

SCORING GUIDELINES

The following guidelines are based on what is needed for an excellent score, any less than excellent may be scored on the following scale:

Possible Score	Excellent to Very Good	Good or Average	Needs Improvement/ or Non-existing
50	40-50	25-39	0-24
25	20-25	10-19	0-9
15	10-15	5-9	0-4
5	4-5	2-3	0-1

Note: HORTICULTURE EXHIBITS, CROPS, FORAGE, CEREALS, SHOP EXHIBITS-AG MECHANICS, FORESTRY-NATURAL RESOURCES, FINE ARTS, HOBBIES AND CRAFTS, PHOTOGRAPHY, FLORALS, BAKED GOODS, FOOD PRESERVATION, NEEDLEWORK, CLOTHING. Score per sheet, with adult and youth clearly identified. If different divisions are combined to give effect to the display, the adult and youth should continue to be identified.

LIVESTOCK

- For categories with less than five exhibits there will be a maximum of four points per exhibit.
- All divisions will be evaluated for general attractiveness, exhibitor/exhibit identified educational value, animals groomed, stalls pens, and aisles clean and decorated.
- Exhibitor neatly dressed and adequate exhibitors available to give information.
- Designated attendant on duty.